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Transitioning Skills for Student Success

STUDENT _____

SKILLS NEEDED FOR TRANSITIONING	✓ any you know	✓ again on / / /	✓ again on / / /
	Now	3 weeks	6 weeks
COMPUTER SKILLS			
Know how to type			
Can turn a computer on and off			
Can use a mouse			
Can scroll			
Have an email account			
Use email regularly			
Can attach a document			
Can open a word processing program, like Microsoft ¹ Word			
Can name and save a document			
Can find and open a saved document			
Can save to a flash or thumb drive			
Can print a document			
Can use a Spellchecker			
Can highlight, copy, cut and paste			
Can launch a web browser			
Can safely search the web and located websites for academic needs			
Can bookmark a webpage			
Can download documents to my computer and find them again			
Can use presentation software, like PowerPoint			
Can use a spreadsheet program, like Excel			
CAREER READINESS			
Can describe a career planning process			
Can identify my career-related interests, skills, and values			

¹ Or Open Office or similar products.

SKILLS NEEDED FOR TRANSITIONING	✓ any you know Now	✓ again on ____/____/____ 3 weeks	✓ again on ____/____/____ 6 weeks
Know what I need to earn based on lifestyle and financial needs			
Can match my interests, skills, and values to occupations			
Know ways of researching careers (tests, Internet, shadowing, internship, etc.)			
Know careers most in demand and the level of competition			
Know the difference between college & technical training			
Can compare/contrast several career options			
Can make a preliminary career pathway choice			
Can identify educational training needed for my career pathway			
Know any special requirements for career pathway (e.g., technical standards for health careers, CORI checks, etc)			
COLLEGE READINESS			
School Requirements			
Know the differences among programs of study (certificate, degree, diploma)			
Know the admission process and requirements for selected schools			
Know the skills prospective students should have			
Know how to navigate the college's website			
Have visited and tour the college			
Know what placement assessment my program requires			
Understand the difference between developmental and college-credit level courses, including college course numbering system			
Know about pre-requisite courses			
Can describe the academic course sheet for my program			
Have located and read the descriptions of courses needed for my program			
Have downloaded a copy of the academic calendar and know start dates for courses, programs, semesters			
Know what courses may be transferable, if applicable			
Know what learning support services are available and how to arrange for help			
Know how to calculate a GPA and understand and what good academic standing means for my program			
Know attendance policy for school and for academic program			
Financial Aid			

SKILLS NEEDED FOR TRANSITIONING	✓ any you know Now	✓ again on / / / 3 weeks	✓ again on / / / 6 weeks
Understand various types of financial aid			
Know how to complete the FAFSA			
Have collected documents needed to complete financial aid forms			
Know the deadlines for applying for financial aid			
Know college's specific financial aid process and deadlines			
Know about alternate sources of financial aid			
ACADEMIC READINESS			
College Placement/Admissions Tests			
Know which test(s) are needed for entrance into college/program			
Have practiced taking an online test			
Have studied the test manual and practice questions			
Know college's testing schedule, time limits, and number of times you can take test			
Understanding Learning			
Understand personal learning differences, if applicable			
Know available classroom accommodations, if applicable			
Know my preferred learning style(s)			
Know learning strategies that fit varying learning style(s)			
Know about multiple intelligences and varying strategies to learn/study			
Understand how to develop a study plan			
Have a productive place to study and store my academic books and papers at home			
Know that "distributive studying" works best (prepare and review on a consistent schedule, ideally each day)			
Preparing for Class			
Know to check the training outline/syllabus before class			
Know to think about the topic and what might be known about it			
Know about how the course information will be used on the job			
Know how to write questions to get the information needed			
Understand the value of study/gripe groups			
Know about and can use a variety of memory strategies (mnemonics)			
Know what "office hours" are and how to reach instructors			

SKILLS NEEDED FOR TRANSITIONING	✓ any you know Now	✓ again on ____/____/____ 3 weeks	✓ again on ____/____/____ 6 weeks
Before Reading			
Know to skim materials before reading			
Know how to identify different styles or genres			
Look for titles, sections, and organization			
Read underlined, italicized, and bolded words			
Know to read all graphics and information in the margins of texts			
Know to read first and last paragraphs			
Know to scan questions at the end of the chapter			
Identify reading speeds for a variety of reading materials to better estimate time needed to complete reading assignments			
While Reading			
Have practiced a note-taking system while reading (e.g., SQ3R)			
Know what to include in notes			
Know when to highlight			
Read materials in charts, diagrams, and boxes			
Read and answer summary questions			
Understand how to use context clues			
Knows about and uses varying skills such as analyzing, applying, and evaluating			
Can read and interpret documents, charts, graphs, maps, etc.			
Look up new words/keep a personal new word/spelling list, if necessary			
While Questioning			
Know about active listening			
Know about and can use assertive communication skills			
Write down questions while reading			
Can ask questions that need to be answered			
Can ask closed questions to get specific information			
Can ask open questions to get specific information			
During Lectures			
Know about Cornell or other effective note taking system			
Know that notes from lectures include repeated or emphasized information			
Know how to take notes on handouts			

SKILLS NEEDED FOR TRANSITIONING	✓ any you know Now	✓ again on / / / 3 weeks	✓ again on / / / 6 weeks
Can use categories to help organize the material			
Know what clues to listen for as to what is important			
English/Writing			
Know what level of English/Writing skills are needed for entry into and completion of your program			
Know grammar, sentence structure, and mechanics			
Can write simple, compound, and complex sentences			
Can write clearly and concisely			
Understand brainstorming, webbing, mapping, etc.			
Can write paragraphs and essays			
Can proofread and has developed personalized proofreading/editing sheet			
Know how to take notes on handouts			
Can use categories to help organize the material			
Know what clues to listen for as to what is important			
Understand importance of body language			
Can identify key topics and terms			
Can reword materials into terms that can be remembered			
Can relate new materials to own knowledge			
Know how to use personal method or “shorthand” to make note taking easier			
Know the steps in writing a research paper			
Understands what plagiarism is and how to avoid it			
Know how to keep track of references for citation			
Know the most popular manuals of style (MLA, APA)			
Preparing for Testing			
Know to keep up with class work to be prepared for tests			
Know what needs to be studied and practiced			
Know how to help self relax before and during a test			
Know how to take multiple choice tests			
Know how to take essay exams			
Know how to practice smart guessing			
Can evaluate if time on task is efficient and effective			

SKILLS NEEDED FOR TRANSITIONING	✓ any you know Now	✓ again on ____/____/____ 3 weeks	✓ again on ____/____/____ 6 weeks
Has practiced using methods to reduce test anxiety			
Is familiar with the college's academic honesty policy			
Math			
Understand what level of math is needed for entry into your and completion of your program			
Can compute whole numbers, decimals, fractions, and percents			
Know algebra basics			
Can solve word problems			
Know to round off numbers and use estimation			
Can use a calculator			
PERSONAL READINESS			
Preparing Yourself / Building Support			
Have arranged for family's needs, including emergency childcare, if applicable			
Have reliable transportation and have arranged/know about alternate ways			
Is able to be rested before going to class			
Know about and use time management			
Can prioritize daily, weekly, monthly, etc.			
Know if I will need to work or if have resources not to			
Is able to arrive on time			
Know how to relax to listen or study			
Can acknowledge that it's okay to be tired or discouraged at times			
Engage in positive self-talk			
Understand the importance of the study environment—where, what, how, when			
Have set up work space that is comfortable, large enough, and distraction free			
Have met with learning support staff at college or training site, if applicable			
Know what academic support is available for all students			
Know about counseling/mental health options, if applicable			
Know about available assistive technology for learning disabilities			
Know about and effectively working with VR counselor, if applicable			